**FEDERAL CITY PERFORMING ARTS ASSOCIATION**
**BOARD OF DIRECTORS MEETING**
**September 12, 1994**
Levine School of Music

**Directors:** Present: Boykin, Cohen, de Keyser, Fiorito, Gerard, Greenwald, Madigan, Rosen, Wheeler, Weeks, Wells
Absent: Streit (proxy assigned)
Guests: Holloway, McClelland

Meeting called to order at 7:30 p.m. by Fiorito.

**REVIEW OF AUGUST 14, 1994 MINUTES**

Motion to approve minutes as written: Rosen. Second: Wheeler. Unanimously approved.

**FINANCIAL REPORT**

McClelland reviewed last month's financial statements. He said we have gotten a positive response from the ad we placed in the program announcing season subscriptions. We have approximately $2000 in revenue from that ad. We have gotten CD sales monies in from Lady Slipper and Lambda Rising. Also our investment fund has increased approximately $4,400 in two months.
The total loss on the CD is around $4,400 to date.

Rosen asked whether the investment income was on paper or actual realized dollars. McClelland acknowledged that some of the money is on paper an some is actual. Gerard asked whether the loss on the CD included the upfront money given for the CD project. McClelland said no.

Boykin asked about money received from sales at the Charlotte GALA Leadership Conference at the GALA store. McClelland replied that his understanding was that he would receive a check from them. Fiorito reported there were 36 CDs, 4 tapes and 6 t-shirts sold.

McClelland then reported that the final audited statements will be ready for the next meeting. He stated that the chorus computer had been stolen from Rosen's home. Fiorito then announced to the board that indeed Rosen's house was robbed recently and the chorus computer was stolen. de Keyser asked whether there was an identifying ID number on the computer. McClelland replied yes.

Motion was made by Wheeler to accept the financial report. Seconded by Gerard. Unanimously approved.

**PRESIDENT'S REPORT**

Fiorito reported that 8 GMCW members attended this year's GALA Leadership Conference in Charlotte, NC. He said it was an empowering experience for him and that many new ideas about chorus management were generated at the conference. Fiorito encouraged all board members to attend next year's conference in St. Louis. He would be in favor of reimbursing at full cost any board member that wished to attend.

There has been a serious bid on the Harry Power's estate. The Finance Committee has recommended that we approve the bid, and therefore we have put in a counteroffer. de Keyser asked whether the estate was in probate. Wheeler stated that there were 3 different beneficiaries of the estate, and that all three have to agree on every step. He said it takes a tremendous amount of time to get all three parties to agree on the proper steps to take. de Keyser asked whether GMCW has an attorney that understands estate law. McClelland reported that Don Wright, Esq. has been selected to look after our interest in this entire process, and that one of his specialties is estate law. de Keyser asked whether he was doing this pro bono. Fiorito replied that he was. Greenwald stated that the Finance committee spent two hours going over the details of the bid and they decided that it was a good offer.

The American Association of Hospice Workers performance will be October 22nd at 9:15pm for 45 minutes. The performance will take place at the International Ballroom at the Washington Hilton. We will be selling our CD there.

We have two other invitations to consider. Dupont Circle Down Under is having an opening day celebration which is tentatively scheduled for October 15th. They will reimburse us $1300 for performing. There are still other details to work out. The World Health Organization has also asked us to perform on December 1st. They have asked for a 45 minute performance in two acts. The performance is for World AIDS Day. They are attempting to have the show at the Baird Auditorium at the Smithsonian. They have agreed to pay us $3000. The performance will be from 6-7pm. Holloway said he had met with the WHO representatives and they had satisfied all his stipulations for performance standards. He stressed that there will be many people from Latin American countries there, including members of the Diplomatic Corps. This would be a committed performance.

Weeks then asked about having so many performances in one week, since the concert is a short time away. He suggested that the chorus vote on the proposal at the rehearsal to see how many people wanted to perform. Boykin said that one of the major highlights of the membership survey was that the membership wants to perform in more community venues. Therefore, he did not see a problem with these performances. Madigan said that he thought these performances could be done if it was explained why they were important. Gerard asked that we make sure we get publicity for these performances in the Blade.

Boykin moved that GMCW perform for the World Health Organization on December 1st for World AIDS day. Seconded by Wheeler. 9 affirmative, one opposed. Weeks clarified that he was not objecting to the performance itself, but that he felt the chorus should be notified.

Fiorito will have the information on long term goals that was initiated at the Board Retreat synthesized for the next board meeting, and will report on it further at that time.

We will be having an interim meeting to discuss the selection of the new board member on October 2nd at 5pm at NYAPC. Boykin stated that he had one applicant's resume. At this interim meeting, we will also discuss the final details of the Dupont Circle Down Under performance.

**MUSIC DIVISION**

Holloway reported than Lyn Lavner has been chosen to emcee the June concert, thanks to the efforts of Rick Rosendall. Anna Cruses has also expressed a definite interest in singing with GMCW for the June concert. They have asked for a $350 stipend to pay their costs of transportation. They are very excited about singing with us. Housing will be handled by an ad hoc committee consisting of members of GMCW and Lesbian & Gay Chorus of Washington.

Rosen moved that FCPAA reimburse Anna Cruses $350 for their transportation expenses. Greenwald seconded. Unanimously approved.

**MEMBERSHIP**

Boykin reported that 29 members have currently auditioned and been accepted for membership, and there are 6 more auditions scheduled for next week. Boykin approximated that there will be around 120 singers this season.

Boykin then asked the board to consider establishing a Membership Assistance Fund, where contributions could be made by members who wanted to give monies to those in need. de Keyser said this was a good idea, but it would need to be presented properly to the chorus. Weeks and Greenwald made suggestions on getting tuxes at a reduced cost or borrowing them from schools.

Fiorito said that there has never been any kind of fund like the Membership Assistance Fund. Gerard then moved that we establish a Membership Assistance Fund that would help chorus members in need. Madigan seconded.

Wheeler asked if this would be a temporary or permanent fund. Boykin stated permanent. Cohen asked if the motion could be amended to be more specific. Holloway suggested that general guidelines need to be set out for a fund of this type. Cohen then asked that the motion be tabled until guidelines are established. Boykin said that he would work with the Executive Committee around guidelines for such a fund. Holloway stated that the board should look at the Dudley Fund to see if it is accessible to cover membership dues. Fiorito said that we can use the interest on the Fund for any purpose, but we cannot use the principal.

Cohen asked that the original motion be amended to read as follows:
That the chorus establish a Monetary Assistance Fund to be made up of voluntary contributions and maintained by the treasurer and business manager in a restrictive fund, to be disbursed by the Membership Chair in concurrence with the Executive Committee, for scholarships to chorus members in need of financial assistance for dues, tuxedos, and other incidental expenses of chorus membership. Gerard agreed to the amendment. Madigan seconded. Unanimously approved.

Boykin then stated that the planing of the annual retreat is going well. Jim Peterson is working diligently on getting all the arrangements in place.

**MARKETING**

Cohen distributed a working copy of the season brochure. Also enclosed with the season brochure will be a map of the U St. corridor, including a number of coupons which can be redeemed at certain U St. businesses. Cohen asked the board to begin talking about the Lincoln Theater in order to generate support and interest.

Greenwald said that we should be including our other performances (the Cathedral, etc.) on the season brochure to let our subscriber base know where we will be performing. Cohen said he will look into this.

Cohen said that the season brochure will be distributed to chorus members in two weeks and out to our mailing list by the end of the month.

**ADVERTISING**

Greenwald said that the advertising letters will be mailed with the season brochure. Gerard will be assisting Greenwald in advertising this year. He is still looking into the possibility of corporate sponsors for the concerts.

He warned that any raffle tickets sold on behalf of the chorus can only be mailed to current members of the chorus. It is illegal to mail blank raffle tickets to our general mailing list.

Greenwald brought a sample copy of membership cards that can be used to promote GMCW. He is able to personalize cards with a computer program that he has purchased. He will print up cards for anyone on the board who would like them.

**EXECUTIVE DIRECTOR SEARCH**

Wheeler reported that he the executive director search committee met for the first time. Wheeler said he met with de Keyser, Cohen and Ken Cole. Wheeler said that he is open to suggestions about this position. He has met with someone recently who is trying to get us funding for the executive direction position. He has received a report from Chorus America about their Executive Director and the duties of that office. He has also spoken to the Executive Director of the Boston Gay Men's Chorus.

Wheeler also has position descriptions from the Executive Director positions of the Gay Men's Chorus of Los Angeles and the San Francisco Gay Men's Chorus. Madigan and Holloway spoke to the Turtle Creek Chorale about their staff, and Greenwald spoke to the Executive Director of the Seattle Men's Chorus.

Wheeler has concluded that we do have a sense of what we want from this position and we appear to be on the right track as far as other choruses are concerned. He said that as we hire an Executive Director, that our board will cease to function as an administrative board and begin to function more as a policy board. All board members must be willing to cede lines of authority to this person. We must be clear in our position description of what these duties are. We already have one applicant for the position.

Holloway asked that Wheeler contact John McLeod, outgoing GALA president, to get more input about the process of hiring an Executive Director that GALA has just gone through. de Keyser stated that the committee was still grappling with the position as an executive director as compared to a general manager. Wheeler stated that we will have to give this person responsibilities gradually, rather than all at once. For example, fundraising will not be given to that person right away, but may be added later.

Wheeler asked that all committees of the chorus write up a description of the tasks of the committee for the Executive Director. Holloway stated that the process of transition will indeed take some time, and there may be a need for a management consultant to assist the board in this transition from a working board to a policy board.

The committee will meet again on September 21st.

**OTHER BUSINESS**
There being no further business, Rosen moved to adjourn, Wheeler seconded. Unanimously approved.

Meeting was adjourned at 9:39 pm.

**Fred Boykin**
**Secretary**
**FCPAA Board of Directors**